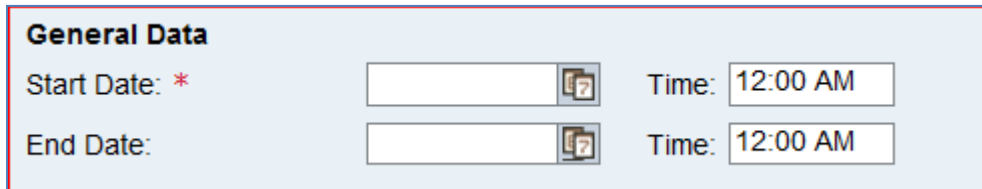



Subject: Tip for Creating Expense Reports and Travel Requests More Quickly in MySCEmployee

Audience: Human Resources Directors, AST Leads

Entering start and end times into Expense Reports and Travel Request in MySCEmployee can be tedious, especially when you have to type in a full, multi-digit time, followed by AM or PM, as shown below.



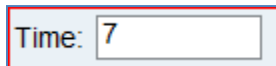
General Data

Start Date: *  Time: 12:00 AM

End Date:  Time: 12:00 AM

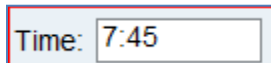
To speed up the process, and minimize key strokes, consider entering time in the 24-hour format instead. When entering time using the 24-hour format, you save considerable key strokes by skipping the AM/PM, and by avoiding entering a full, multi-digit entry for times on the hour. The system will automatically convert 24-hour format entries to AM/PM when you save your Expense Report or Travel Request. Here are some examples:

Example 1: If the start/end time is 7:00 AM, just enter 7 as shown here, leaving off the zeros and AM notation:




Time: 7

Example 2: If the start/end time is 7:45 AM, enter as shown here, leaving out the AM notation:



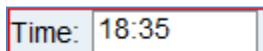
Time: 7:45

Example 3: If the start/end time is 5:00 PM, enter as shown here, adding 12 to the AM/PM-format time and leaving out the zeroes and PM notation:



Time: 17

Example 4: If the start/end time is 6:35 PM, enter as shown here, adding 12 to the AM/PM-format time and leaving out the PM notation.



Time: 18:35

Remember: To get the 24-hour-format time for PM hours, take the AM/PM-format time, and add 12 to it, as shown in the examples above.

We hope you find this tip helpful as you enter start and end times into Travel Requests and Expense Reports.



Weekly Update

December 5, 2011

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<http://www.sceis.sc.gov/requests/>.